

## Appendix E – Polling Place Accessibility Checklist

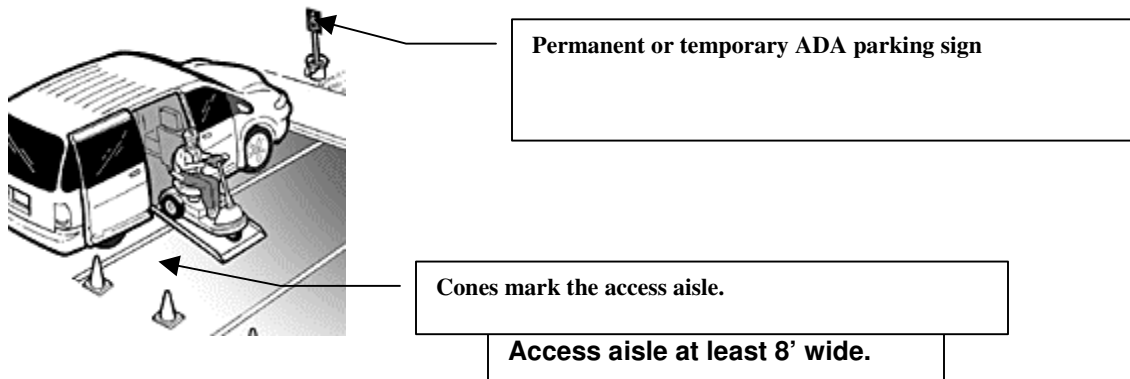
### Exterior

**Lighting** - Check that exterior lights are working.

- ☐ Locate switches if needed. Note that some lights may be on timers or dusk to dawn photo cells.

**Parking** - There must be a minimum of one ADA parking space.

- ☐ If ADA parking area is not permanently signed, place temporary sign(s).
- ☐ If there is not a permanently marked pedestrian access aisle next to the ADA parking, place cones or other items in the area in such a way to keep drivers from parking in the area reserved for walking. (Use an adjacent parking space if needed)



- ☐ After unloading precinct supplies, please have all election workers move their personal vehicles to an area of the parking lot that is away from the door. Designated handicap spots and spots close to the door should be reserved for voters. If one of the election officials requires accessible parking, offer to move their car to an alternate space for them.

### **Sidewalks and Walkways**

- ☐ Check that sidewalks/walkways are clear of debris.
- ☐ Install and secure exterior ramps (if needed).
- ☐ Place signs for accessible route (if needed).
- ☐ Remove loose or bulky doormats at exterior door.

### **Entering the Polling Place**

- ☐ Post all signs provided by County Auditor.

#### **Door**

- ☐ Disengage thumb latch or panic bar if possible.
- ☐ If door is hard to operate, prop door open.
- ☐ Place and secure temporary threshold ramps (if needed).

### **Inside the Polling Place**

#### **Safety**

- ☐ Check that all lights are on.
- ☐ Remove loose rugs.
- ☐ Secure cords.
- ☐ Place directional signs (if needed).
- ☐ Keep a clear path inside the voting precinct.
- ☐ Provide seating for disabled or elderly voters to sit when completing paperwork or waiting in line.